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of Transportation

Federal Aviation
Administration

Memorandum

Subject: INFORMATION: Briefing Guide to Order
3120.4H, Air Traffic Technical Training

Date: JUL 19 1995

From: Program Director for Air Traffic
Program Management, ATZ-1

Reply to
Attn. of:

To: Manager, Air Traffic Field Facility

The attached briefing guide is designed to help you in the implementation of Order 3120.4H, Air Traffic Technical Training.

The correct course numbers for en route and terminal development stages are located on pages 8 and 13 of this guide. For en route facilities, clarification of primary backup system-minimum hours of training is on page 9.


Douglas R. Murphy

Attachment

Distribution: ZAT-312

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Briefing Guide
Order 3120.4H, Air Traffic
Technical Training, and Change 1

Overview

The purpose of this guide is to identify differences between the previous technical training order and Order 3120.4H, Air Traffic Technical Training. This guide was developed by the Training Requirements Program, ATZ-100.

In addition to this guide, your regional Air Traffic Training Program (ATTP) Coordinator is an invaluable resource. Please contact your regional ATTP Coordinator if you have questions or concerns that are not addressed in this guide.

How To Use This Document

This guide is organized into the following sections.

- Major Changes To Order 3120.4H
- Clarification
 - Chapter 2: Technical Training
 - Chapter 3: Air Traffic Control On-The-Job Training And Position Certification
 - Chapter 4: Computerized Air Traffic Training System (CATTS)
 - Appendix A: Instructions For Completing The Training And Proficiency Record
 - Appendix C: FSS/AFSS Guide For The OJT Instruction/Evaluation Report
 - Appendix D: En Route Instructional Program Guide
 - Appendix E: Flight Service Station Instructional Program Guide
 - Appendix F: Terminal Instructional Program Guide
 - Appendix G: Memorandum Of Understanding

These sections detail specific changes to past procedures or processes, clarification of those procedures or processes, or errors to be corrected with the next change.

To use this guide effectively, please substitute change pages from Change 1 to Order 3120.4H using the page control chart. After replacing the appropriate pages, read this guide for additional clarification.

Implementation Of Order 3120.4H

No transition time has been allotted for field facilities to make changes to their local training orders. However, the offices of Air Traffic Program Management (ATZ) and Air Traffic System Effectiveness (ATH) recognize that facilities need time to identify and negotiate changes with the bargaining units. As a result, ATH will evaluate facilities based on the progress made toward transitioning to the new order. If facilities can demonstrate that changes to their local training orders are being identified and the local negotiation process is organized and proceeding in a timely manner, ATH will be satisfied.

Major Changes To Order 3120.4H

The following documents have been included in Order 3120.4H:

- Order 3120.24A, Air Traffic Control Specialist On-The-Job Training and Position Certification
- Order 3120.28, Computerized Air Traffic Training System (CATTS)
- Instructional Program Guides (IPGs) for all three options

Eventually, all directives related to training will be in a single document. In addition to the consolidation of training documents, phases of training in the IPG are now identified as stages of development. Developmental promotions are still based on the number of sectors certified on and are not dependent upon training. Although training is now organized into development stages, the training content has not changed. More detailed descriptions of this revision are provided on pages 8 and 13.

Clarification Of Chapter 2: Technical Training

The table below clarifies selected sections of Order 3120.4H. Significant differences are found in Sections 2 and 3. No significant changes were made to Section 1.

Chapter 2 Topic & Reference	Clarifications
Facility Training - Roles and Responsibilities Page: 2-2-4 Section 2 Paragraph 2-11.a Items 1, 3, 4, & 6	These Air Traffic Manager (ATM) responsibilities are duplicated in Chapter 3, Section 3, Paragraph 3-13, Items a, b, d, e, and f. These duplications will be eliminated in the next change.
Facility Training - Roles and Responsibilities Page: 2-2-5 Section 2 Paragraph 2-11.b.2	Ensuring that persons responsible for <i>conducting classroom training</i> or <i>developing lesson plans</i> attend FAA-approved instructor training courses are not Training Administrator (TA) duties. These are ATM duties and will be eliminated from the TA roles and responsibilities in the next change.
Facility Training Responsibilities Page: 2-2-6 Section 2 Paragraph 2-11.e.4	The statement "Perform OJTI evaluation " should say "Perform OJTI certification ." This error will be corrected in the next change.
Qualification Training - Prerequisites for RTF Enrollment Page: 2-3-1 Section 3 Paragraph 2-12.e & NOTE	<p>Prerequisites for enrollment in the FAA Academy's Radar Terminal Facility (RTF) training have been identified and included in this order (see page reference at left).</p> <p>Prerequisites for RTF Enrollment</p> <p>Air Traffic control specialists (ATCSs) <i>eligible</i> to attend RTF training must be assigned to, or selected for, radar approach control facilities <u>AND</u> never radar certified previously in an FAA facility.</p> <p>Persons <i>not eligible</i> to attend RTF are ATCSs at limited radar approach control (LRAC) facilities and visual flight rules (VFR) towers. ATCSs at LRAC facilities will complete the bright radar indicator tower equipment (BRITE)/D-BRITE certification and radar qualification exams as well as Stage VII Radar Control training. ATCSs at VFR towers shall complete the BRITE/D-BRITE certification and radar qualification exams.</p>
Refresher Training - Wake Turbulence Page: 2-3-2 Section 3 Paragraph 2-13.c.1.d	A requirement for annual wake turbulence refresher training has been added to this section to comply with National Transportation Safety Board findings.

Clarification Of Chapter 3: Air Traffic Control On-The-Job Training And Position Certification

The table below illustrates the differences between the previous order and Order 3120.4H. Changes were made to Section 1.

Chapter 3 Topic & Reference	Clarification
Definitions - Suspension of Training Page: 3-1-2 Section 1 Paragraph 3-2.1	<p>This section includes information on suspension of training. However, the current explanation may be confusing. The following paragraph provides clarification regarding suspension of training. This section will be rewritten in the next change.</p> <p>Clarification</p> <p>Training may be suspended by the developmental's supervisor. Suspension of training occurs when the developmental's training performance is unsatisfactory and requires a training review. Suspension of training may also occur due to factors unrelated to the developmental's training progress (e.g., illness, injury, or family emergency). A training review <i>is not</i> required in cases where the developmental's training was suspended for reasons related to illness, injury, or family emergency.</p>

Clarification Of Chapter 4: Computerized Air Traffic Training System (CATTS)

Chapter 4 was added to Order 3120.4H. This chapter establishes policy and procedures for CATTS and is comprised of the following sections:

- **Section 1: General.**

Describes the purpose of the chapter and defines terms associated with CATTS.

- **Section 2: Roles and Responsibilities.**

Defines the roles and responsibilities of Air Traffic in relation to CATTS.

- **Section 3: CATTS Use and System Configuration Maintenance.**

Defines how CATTS shall be used and maintained.

- **Section 4: Courseware and Lesson Development.**

Describes the following:

- How CATTS lessons will be developed at/by facilities.
- How lessons will be distributed nationwide.
- How courseware will be modified and maintained.
- How student information will be recorded.
- How responsibilities for quality control will be met.
- How information will be made accessible and will be exchanged via the Bulletin Board Service.

- **Memorandum of Understanding**

CATTS Memorandum of Understanding between National Air Traffic Controllers Association (NATCA) and the Federal Aviation Administration (FAA).

Clarification Of Appendix A: Instructions For Completing Training And Proficiency Record

The following table reflects the revisions made to Appendix A: Instructions For Completing Training And Proficiency Record.

Appendix A Topic & Reference	Clarification
Overall Note	<p>The sample training records provided in this appendix are examples. Furthermore, each example is autonomous. The examples should not be read or interpreted as one integrated training record.</p> <p>The examples in Section III may not show every possible entry (e.g., skill enhancement training).</p>
Qualification Training - Initial Qualification Training Requirements Page: A-5 Section III Paragraph e	The statement "Initial qualification training requirements are described in Appendixes C through E ..." is incorrect. The statement should read: "Initial qualification training requirements are described in Appendixes D through F...." This error will be corrected in the next change.
Qualification Training - Course Numbers Page: A-5 Section III Paragraph e, part 1	The course numbers listed here are incorrect. The correct course numbers appear on pages 8 and 13 of this guide. This error will be corrected in the next change.
Technical Appraisal - Signature Stamp Block D Page: A-18 Section VI EN ROUTE/TERMINAL Block D	The instructions for Block D are incorrect. The instructions should read: "The employee's first-line supervisor who conducted the appraisal must sign or use a signature stamp in this block." This error will be corrected in the next change.
Technical Appraisal - Signature Stamp Block E Page: A-18 Section VI FSS Block E	The instructions for Block E are incorrect. The instructions should read: "The employee's first-line supervisor must sign or use a signature stamp in this block." This error will be corrected in the next change.
Management and Other Training Page: A-19 Section VII Figure A-12	The entry dated 8/15/94 - "OJT Techniques-Instructors 05581" should appear in Section IIA, Figure A-2 (page A-3). This error will be corrected in the next change.

Clarification Of Appendix C: FSS/AFSS Guide For The OJT Instruction/Evaluation Report

Appendix C provides instructions for completing the FSS and AFSS OJT Instruction and Evaluation Report (FAA Form 3120-26). One change has been made to this appendix. Outdated training forms have been removed for all positions and training phases. Current OJT forms and instructions for completing the forms appear in Appendix C (see pages C-1 through C-33).

Clarification Of Appendix D: En Route Instructional Program Guide

The En Route IPG has been included in Order 3120.4H. Some changes have been made to the IPG to allow each facility the flexibility to tailor the training program to meet individual needs.

One major difference included in this order is that phases of training have been reorganized into four stages of development. While the information in each stage has been simplified and reorganized, the training content has not changed. The new stages and course numbers are shown in the table below.

Stage	Course Number(s)	Replace Course Number(s)
Stage I: Academy Training	50132	55052
Stage II: Assistant Controller Training	55053	55125 55126
Stage III: Nonradar/Radar-Associated Controller Training	55054	55127 55128 55129 55130 55228
	55056	55142 55143
Stage IV: Radar Controller Training	55055	55131 55132 55133
	55057	55144 55145

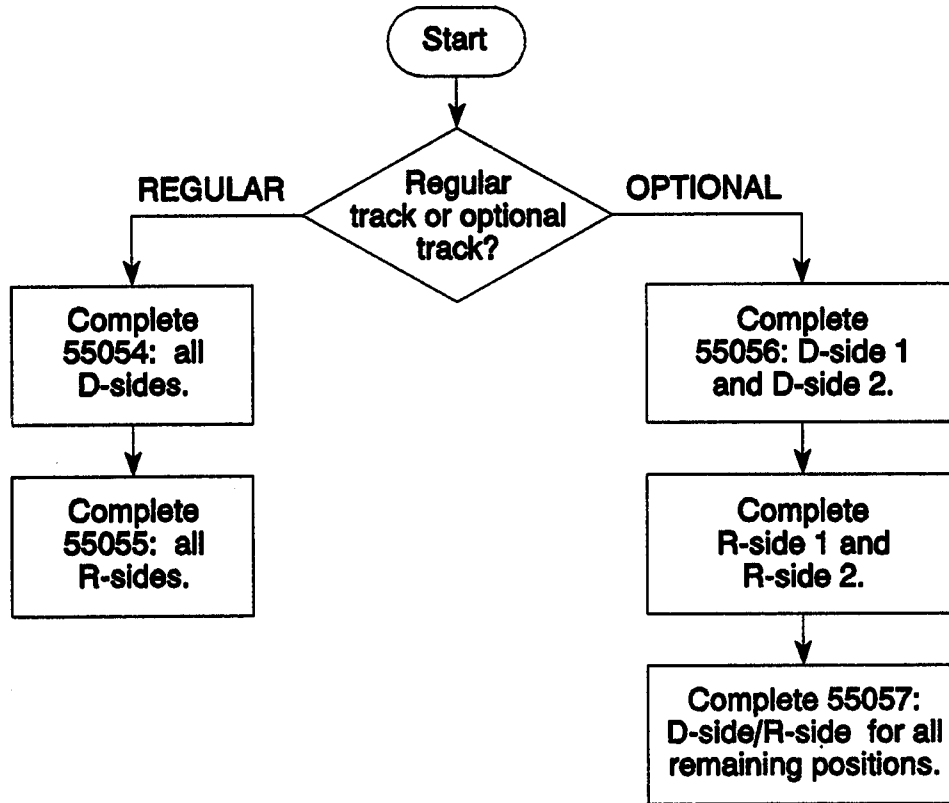
The table on the following page provides additional clarification for this section.

Clarification Of Appendix D: En Route Instructional Program Guide (Continued)

Appendix D Topic & Reference	Clarification
Overall Notes	<ul style="list-style-type: none"> • Minimum test scores are no longer mandated for map tests, operating the communication system, and processing flight data. Facilities will identify the mastery level required for these tasks and train each individual to that level. Evaluations may be administered using the CATTs lessons. • Simulation problem examples remain the same; however, the number of familiarization, S.E.T., and pass/fail scenarios may vary based on facility needs. Facilities may adapt the current simulation schedule to meet their needs. • References to FAA Forms 3120-15 and 3120-16 have been removed from this order. The same information is found on Form 3120-25. Form 3120-25 shall be used for simulation evaluations. <p>Note: Figure D6-1: Maximum Errors Allowed by Category of Evaluation Factor (page D-44) does not appear on Form 3120-25. Facilities may copy this figure and attach it to Form 3120-25 if necessary.</p> <ul style="list-style-type: none"> • The identification scheme for lesson plans is no longer mandated (e.g., L38, E58). Facilities can create their own identification method. • Developmental promotions are still based on the number of sectors certified on and are not dependent upon phases/stages of training.
OJT - Primary Backup System - Minimum Hours of Training Page: D-40 Section 5 Paragraph b.2	The statement currently says that developmentals shall receive a minimum of 2 hours of instruction on the primary backup system prior to certification on the first radar sector. This statement contradicts a GENOT issued in July 1994. The statement should state that developmentals shall receive a minimum of 1 hour of instruction on the primary backup system prior to certification on the first radar sector. The type and method of training will be determined by the facility ATM and will be coordinated with the appropriate bargaining unit at the local level. This error will be corrected in the next change.

Clarification Of Appendix D: En Route Instructional Program Guide (Continued)

A-Track and B-Track training is still available. The following flowchart depicts this process.



Clarification Of Appendix E: Flight Service Station Instructional Program Guide

In addition to adding the Flight Service Station IPG to this order, several revisions have been made to the content of this section.

Appendix E Topic & Reference	Clarification
Section 2: Academy Training Pages: E-3 - E-12	Academy training is now described in Section 2: Academy Training. This includes descriptions of Course 50240, National FSS Initial Qualification Training Program, and Course 50241, National Terminal to Flight Service Initial Qualification Training Program.
Section 3: Prerequisites for AFSS Facility Qualification/Certification Training Pages: E-15 - E-47	For all positions and stages of training in Section 3: Automated Flight Service Facility Qualification/Certification Training, the statement "additional prerequisites may be established by the ATM and shall be identified in the facility training directive" was added to the prerequisite description. This will allow facilities to tailor training to meet specific needs.
Section 3: AFSS Broadcast and AFSS Preflight Courses Pages: E-13, E-35 - E-36 Section 3	For AFSS Qualification/Certification Training only, the AFSS Broadcast (Course 55241) training now occurs after AFSS Preflight (Course 55244) since some preflight skills and knowledge are used to prepare Hazardous Inflight Weather Advisory Service (HIWAS) and Telephone Information Briefing Service (TIBS) broadcasts. However, there is no requirement to certify on Preflight before training or certification on Broadcast.
Section 3A: FSS/AFSS Area Knowledge Pages: E-15 - E-28	Area knowledge requirements and guidelines for developing the area knowledge package were updated and standardized except for identified differences in knowledge requirements for AFSS developmentals and FSS developmentals.
Section 3H: AFSS Coordinator Page: E-41	The AFSS Coordinator position is now optional. Facilities that have identified the need for the Coordinator position shall provide training and assign those duties in accordance with local facility directives.
Section 3H: Supervisor/CIC Page: E-45	A Supervisor/CIC subsection was added for both AFSS and FSS training. Facilities will accomplish training in accordance with the facility training directive.
Section 3K: M1FC Automation Specialist Page: E-47	A course description for Model 1 Full Capacity (M1FC) Flight Service Data Processing System Automation Specialist (AUS) was included.
Section 3 & 4: Category 1 & 2 Hours/Maximum Hours Pages: E-29 - E-49, E-65 - E-73	All references to Category 1 and 2 hours have been eliminated. The IPG now reflects current terminology (e.g., target hours, OJF hours, and minimum certification hours). As well, maximum hours for each phase of training have been removed. Target hours for each phase will be established by facilities.

Clarification Of Appendix E: Flight Service Station Instructional Program Guide (Continued)

Appendix E Topic & Reference	Clarification
Section 5: Promotional Requirements Pages: E-77 and E-78	Guidelines from Notice 3330.62, Promotional Requirements for Developmentals Assigned to Flight Service Stations and Automated Flight Service Stations, have been incorporated into this section.

Clarification Of Appendix F: Terminal Instructional Program Guide

Like the En Route IPG, the Terminal IPG has been included in Order 3120.4H. Some changes have been made to the IPG to allow each facility the flexibility to tailor the training program to meet individual needs.

One major difference included in this order is that phases of training have been reorganized into seven stages of development. While the information in each stage has been simplified and reorganized, the training content has not changed. The new stages and course numbers are shown in the table below.

Stage	Course Number(s)	Replace Course Number(s)
Stage I: Academy Training	50032 50034	55058 55059
Stage II: Facility Training - Flight Data	55060	55026 55041
Stage III: Facility Training - Clearance Delivery	55061	55027 55041
Stage IV: Facility Training - Ground Control	55062	55028
Stage V: Facility Training - Local Control/Cab Coordinator	55063	55029
Stage VI: Facility Training - Nonradar Terminal Control	55064	55030
Stage VII: Facility Training - Radar Control	55065	55031

The table on the following page provides additional clarification for this section.

Clarification Of Appendix F: Terminal Instructional Program Guide (Continued)

Appendix F Topic & Reference	Clarification
Overall Notes	<ul style="list-style-type: none">• Minimum test scores are no longer mandated for map tests, operating the communication system, and processing flight data. Facilities will identify the mastery level required for these tasks and train each individual to that level. Evaluations may be administered using the CATTs lessons.• Simulation problem examples remain the same; however, the number of familiarization, SET, and pass/fail scenarios may vary based on facility needs. Facilities may adapt the current simulation schedule to meet their needs.• References to FAA Forms 3120-15 and 3120-16 have been removed from this order. The same information is found on Form 3120-25. Form 3120-25 shall be used for simulation evaluations.• The identification scheme for lesson plans is no longer mandated (e.g., L38, E58). Facilities can create their own identification method.• Developmental promotions are still based on the number of sectors certified on and are not dependent upon phases/stages of training.

Clarification Of Appendix G: Memorandum Of Understanding

Appendix G Topic & Reference	Clarification
Simulation Testing Page: G-1 Item 3	<p>Item 3 provides guidance for handling situations where a member of the bargaining unit does not meet current phase (stage) objectives successfully and cites the validity of the simulation problems as a cause of failure. This guidance may be confusing. The following paragraph provides clarification as well as suggestions on how to validate simulation problems.</p> <p>The guidance states that, in these cases, the FAA must test and validate the simulation problems to establish whether they are in compliance with the IPG. If the simulation problems are invalid, the developmental will be allowed to repeat that phase of training. This does not mean that the individual must repeat the entire phase or stage of training. Rather, the training department shall provide the individual with any classroom or simulation training necessary to elevate the developmental's knowledge and skills to the level they were prior to testing on the invalid scenario. Once this retraining is completed, the developmental will be retested using a valid scenario. The following are suggestions on how to validate simulation problems:</p> <ol style="list-style-type: none"> 1. Assemble a panel of operationally current controllers to review the problems. 2. Have each panel member rate the problems on the following areas: <ul style="list-style-type: none"> ▪ type of aircraft situations encountered ▪ number of aircraft ▪ mix of aircraft ▪ workload level <p>Panel members may use a 1 to 10 rating scale:</p> <p style="margin-left: 40px;">1 = <i>not similar to a "typical" session in the operational environment</i></p> <p style="margin-left: 40px;">10 = <i>very similar to a "typical" session in the operational environment</i></p> <ol style="list-style-type: none"> 3. Compare the problems to the average traffic count and typical traffic patterns using operational data. Ensure that the "average" is calculated over an extended period of time so that seasonal variations and other fluctuations are encountered.

